



**GRANTS REVIEW COMMITTEE
FINAL MINUTES**

May 16, 2011

9:30 a.m. – 11:30 a.m.

Developmental Disabilities Planning Council
1740 West Adams Street, Conference Room 204
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on May 16, 2011 at the ADDPC, 1740 West Adams, Conf. Room 204, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Susie Cannata, Chair John Black Will Humble Tim Martin, Teleconference Rhonda Webb, Teleconference
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager	Greg Devorce John Eckhardt
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A. Call to Order:

Susie Cannata welcomed everyone to the Developmental Disabilities Planning Council (DDPC) Grants standing committee meeting. Meeting was called to order at 9:35 a.m.

B. Approval of Minutes

The March 7, 2011 minutes were reviewed. A Motion was made by John Black to approve the minutes. The Motion was seconded by Tim Martin. Motion carried.

C. Renewal Application Review & Recommendation

Marcella Crane, Contracts Manager for the ADDPC, reviewed the four grantees that are applying for Year 2 funding. Grant Committee members reviewed the renewal applications, and clarification responses received. The following grantees were discussed and voted on:

Native American Disability Law Center; Requesting \$49,050:

The Native American Disability Law Center (NADLC) is contracted to improve the Navajo Housing Authority policies, procedures and application process to make their housing program and services easier to access. In addition, the NADLC by the end of the contract first contract year will develop a housing guide to educate individuals with developmental disabilities and their families and caregivers about Northern Arizona's affordable and accessible housing options, and the services and supports available to help people live independently in their own communities.

Year 2 funding will support the current progress being made by the NADLC in working with the Navajo Housing Authority to streamline the housing services and processes, and to assist individuals with developmental disabilities to access their services. In addition, the Housing Guide will be completed by the end of the first contract year and will be distributed to both Hopi and Navajo families. The third objective for the second year program is to do additional outreach to the Hopi Reservation, by conducting a needs assessment on housing, researching Hopi housing programs and laying the groundwork with the Hopi Tribe so that housing services and supports are available.

The costs associated with Year 2 will support staff, operating supplies, staff travel to various locations on the Navajo and Hopi reservation, cost of rental space, and the costs for a personal care attendant for a key staff member of the NADLC. Indirect costs are also part of the budget.

A Motion was made by John Black to recommend approval of NADLC Year 2 renewal application, with clarifications as submitted, for \$49,050. The Motion was seconded by Tim Martin. Motion carried.

Pilot Parents of Southern Arizona; Requesting \$45,000:

Pilot Parents of Southern Arizona is contracted for the Partners in Policymaking Program, a statewide advocacy and leadership program for parents of children with disabilities and for young adults who want to further themselves as self-advocates. Partners in Policy making is a nationally recognized program originally developed by the Minnesota Governor's Council on Developmental Disabilities. The program has been adapted to meet the unique challenges in Arizona. The program is an essential tool for affecting change around public policies relating to disability issues.

Year 2 funding will support the program staff, staff travel for recruitment, with an emphasis to recruit from outside of Pima County. Other program costs include meeting space, national speaker fees and their travel costs as well as the costs associated for the participants (lodging, per diem, travel, respite care). Indirect costs are also part of the budget.

A Motion was made by Will Humble to recommend approval of Pilot Parents of Southern AZ. Year 2 renewal application, with clarifications as submitted, for \$45,000. The Motion was seconded by John Black. Motion carried.

University of Arizona Sonoran UCEDD; Requesting \$61,369:

The Sonoran UCEDD was funded to develop, implement and evaluate the "AZ Community Living Now" education program on Arizona options for affordable and accessible housing. The objectives for the first year contract have been completed: Creation of the project website, delivery of six educational trainings on housing related topics through the use of video-

conference at five sites and the development of networks and collaboration through dissemination of the information.

Year 2 funding will enhance and expand the first year program by developing a user-friendly manual for individuals with developmental disabilities and their families and support providers on topics that will assist them in designing a housing plan to meet their unique needs. The manual will focus on affordable and accessible housing, different housing options, legal concerns, and housing plan development that includes where to live and whom to live with. The housing manual will be available in hard copy (print in English/Spanish), and online through the existing “AZ Communities Living Now” website. The creation of the manual and web-based module will provide another mechanism for the disability community to access and share information. The manual will be field tested at a minimum of two rural sites before final publication and dissemination to ensure the manual is user friendly, clear and has helpful information. The sites have not been identified, however, the Sonoran UCEDD Community Advisory Board and ADDPC will be asked for suggestions.

The costs associated with Year 2 will support staff, printing of the manuals (500 copies), travel to communities, and Spanish translation of the manual, research/editing of the manual, and development of the on-line manual. Indirect costs are also part of the budget.

The Motion was made by John Black to recommend approval of the Sonoran UCEDD’s Year 2 renewal application, with clarifications as submitted, for \$61,369. The Motion was seconded by Will Humble. Motion carried.

Best Buddies Arizona; Requesting \$70,937:

Grants Committee members expressed the renewal application submitted by Best Buddies was incomplete and lacked specificity on program success, training, staffing issues, implementation and budget. A clarification process was conducted with Best Buddies to compile additional information for the Grants Committee to review. However, the Committee felt the additional information was still unclear. In addition, staff discussed the two key outstanding issues that were still unresolved with Best Buddies. 1) Additional information was requested on the second narrative report submitted on April 15th, as the programmatic report was vague and missing key information on the status of the project. 2) Staff also conducted a financial review of their backup documentation for expenses made to the program from January 1, 2011-March 31, 2011 and found numerous expenditures that were not part of the approved budget and lack of documentation. Both issues were being addressed directly with Best Buddies. Upon hearing the concerns from staff, the Grants Committee felt a second year award would not be appropriate at this time.

D. New ADDPC Website Proposal

Larry Clausen discussed the ADDPC Website redesign with committee members. The purpose of proceeding with this activity is to develop and improve our current website so that it is more accessible and appealing to persons with developmental disabilities and their families, stakeholders in the community, and policymakers. The development of the website will also apply a variety of visual and auditory tools to meet multiple interests and needs. Access to social media such as Facebook will also be a strong component of the website.

Larry has been in communication with DES, Division of Technology Services (DTS) to seek

a qualified vendor under contract with DTS who has demonstrated competencies in developing websites that address the needs of the ADDPC while maintaining compliance with the Arizona Government Information Technology Agency (GITA) requirements and standards for government website development. It is anticipated that the total cost to secure a qualified vendor may be up to \$80,000.

A Motion was made by Will Humble to approve the development of a new Council Website within DES at a cost not exceed \$80,000. The Motion was seconded by John Black. Motion carried.

E. L. William Seidman Research Institute @ ASU

Larry Clausen discussed the opportunity to partner with the L. William Seidman Research Institute at ASU for a comprehensive project (year 1) leading to a design, strategy and pilot stages in years 2-5, on Integrated Employment. In Arizona, competitive employment is currently limited for persons with developmental disabilities. The partnership with ASU would result in a comprehensive review of current practices, leading to the identification and implementation of a series of recommendations that will enhance the potential for inclusion for persons with developmental disabilities and bring about significant systems change.

The original amount set aside was \$100,000. In a recent conversation with ASU, they are projecting that the cost for year one will exceed the \$100,000, and Larry is requesting an approval of \$150,000 for the first year.

A Motion was made by John Black to approve the Integrated Employment Research Project and to enter into an ISA with ASU at a cost not to exceed \$150,000. The Motion was seconded by Will Humble. Discussion: Susie Cannata requested that the final proposal and budget be distributed to the Grants Committee members for their review. Motion carried.

F. Morrison Institute for Public Policy @ ASU

Larry Clausen reviewed the draft Scope of Work for the Public Policy Consultant. The purpose for seeking a consultant is to provide consultation services in the areas of state and national, political, social and consumer issues and trends affecting persons with developmental disabilities and their families. The consultant will conduct research, development of policies and position papers, and assistance in public policy activities related to the Council and the development of the Five Year State Plan.

A Motion was made by Tim Martin to approve the ADDPC to enter into an ISA with ASU for one year, at a cost not to exceed \$50,000 for Public Policy Consulting. The Motion was seconded by Rhonda Webb. Motion carried. John Black abstained from voting.

G. Legal Manual Printing Costs

Larry Clausen explained that the Arizona Center for Disability Law (ACDL) has completed the process to revise the Legal Manual and the printing costs would be covered by the ADDPC. 1300 copies will be printed, of those 300 in Spanish. The ACDL is planning to conduct training on the Legal Manual in five (5) rural sites across the state in June and July 2011. The Legal Manual will be available on the Council website, and ADDPC members will be notified of the training dates and location.

A Motion was made by Rhonda Webb to approve the Legal Manual printing costs not to exceed \$11,000. The Motion was seconded by John Black. Motion carried.

H. One Day Grant Writing Training

Larry Clausen reported that the three Grant Writing Workshops that were completed in April and May were a success. Approximately 80 individuals signed up for a ½ day workshop either in Tucson, Phoenix or Flagstaff. The workshops were facilitated by Pima Prevention Partnership (PPP), a vendor on state contract. PPP produced the Manuals each with a CD, PowerPoint and two facilitators presented at each location. ADDPC staff attended each workshop and offered support.

Feedback provided by many of participants suggest that they would like a more of in-depth workshop to cover all of the basics of how a grant proposal is developed, including the evaluation process, and expectations for contract monitoring. ADDPC staff is recommending to the Grants Committee for PPP to conduct an additional two workshops that will be for up to 8 hours at Phoenix and Tucson. The total cost is not to exceed \$10,000.

A Motion was made by John Black to approve two additional Grant Writing Trainings at a cost not to exceed \$10,000 by PPP. The Motion was seconded by Will Humble. Motion carried.

I. AAIDD Conference

Larry Clausen explained that the American Association on Intellectual and Developmental Disabilities (AAIDD) is hosting their annual conference in St. Paul, Minnesota from June 5-9, 2011. Larry is requesting approval from the Grants Committee for his attendance and travel costs not to exceed \$2,254. The Council is a member of the AAIDD and pays annual dues to the organization.

A Motion was made by John Black to approve Larry's attendance at AAIDD's Annual Conference, at a cost not to exceed \$2,254. The Motion was seconded by Tim Martin. Motion carried.

J. Scope of Works for RFGA's

Larry Clausen explained that approximately \$475,000 of FFY '10 will need to be obligated by September 30, 2011. To achieve that purpose, four scope of works have been drafted to discuss and approve so that four separate Request for Grant Applications (RFGA's) will be released in early June for potential applicants to apply.

1. Transportation Model and Pilot Project Scope of Work: The goal of this scope of work is to develop community-based transportation models, that when implemented, will address transportation needs such as access to work, school, healthcare and community resources in Arizona cities and towns with a population of 82,000 or less.

These communities will be the focus to develop transportation models for piloting approaches to increase transportation services, stressing the use of existing resources, collaboration, innovation and sustainability. Such transportation models should be designed for maximum replication in other Arizona communities. The total amount of funding available for this Scope of Work is \$200,000.

A Motion was made by John Black to approve the Transportation scope of work for \$200,000. The Motion was seconded by Rhonda Webb. Motion carried.

2. Healthcare Education & Prevention Project Scope of Work: The goal of this scope of work is to develop and implement various strategies and approaches to reduce the risks associated with specific health conditions common among persons with developmental disabilities that may be attributed to life-style behaviors. Certain risk factors should be the focus such as physical inactivity and nutrition disorders such as obesity, metabolic disorders such as diabetes, mood disorders, and cardiovascular disease. The total amount of funding available for this Scope of Work is \$215,000.

A Motion was made by John Black to approve the Healthcare scope of work for \$215,000. The Motion was seconded by Will Humble. Discussion: Will suggest changing Healthcare to Wellness Education and Prevention Project. Motion carried.

3. Self-Advocacy Development Project Scope of Work: The goal of this scope of work is to make funds available for persons with developmental disabilities, including self-advocates, and families of children/adults with developmental disabilities to participate in conferences, workshops and other training opportunities that will increase their knowledge and ability to become effective self-advocates. The total amount of funding available for this Scope of Work is \$50,000.

A Motion was made by John Black to approve the Self-Advocacy Development Project scope of work for \$50,000. The Motion was seconded by Will Humble. Motion carried.

4. Self-Advocacy Planning and Support Project Scope of Work: The goal of this scope of work is to assist organizations in capacity building so that they may provide self-advocacy services to persons with developmental disabilities and their families, in becoming more effective in developing self-advocacy skills among their consumers/constituents. The total amount of funding available for this Scope of Work is \$100,000.

A Motion was made by John Black to approve the Self-Advocacy Planning and Support Project scope of work for \$100,000. The Motion was seconded by Rhonda Webb. Motion carried.

K. Next Meeting Date

The next Grants Committee meeting was not scheduled at this time.

L. Call to the Public

No public members were in attendance.

M. Adjourn

Chair adjourned the meeting at 11:20 am.